

## Agency Operations Plan 2015-17

### Agency:

ND Department of Labor and Human Rights

### Line of Business: (optional)

--

### Contact:

Name:	Loni Grothier
Title:	Administrative Office
Phone #:	328-2742
Email:	lgrothier@nd.gov

### Technology Strategy:

--

### Technology Infrastructure:

The Department of Labor and Human Rights' IT infrastructure and needs are fairly modest. Each of the department's 13 staff members utilizes a personal computer for word processing, communication, data maintenance, and research throughout the day. All staff also spend a considerable amount of time on the telephone and many have found headsets to be a helpful tool.

The department utilizes Windows 7 operating system and Microsoft Office suite. The department also has its own database (Labor Information Management Electronic System or LIMES), a Microsoft SQL database, which allows the department to maintain program related information as well as contacts made to the department. Other, less general software used includes two federal web-based applications, HUD's TEAPOTS for housing discrimination and the EEOC's IMS for employment discrimination. The department's data is stored on a shared ITD server and we rely on ITD for virus and software updates. ITD's Exchange server is utilized for email, and the department's website is hosted by ITD.

The department uses ITD's RightFax service to received incoming faxes via email, and both the Commissioner and the Human Rights Director utilize iPhones to receive email and maintain contact as needed when away from the office. Other hardware used includes a digital copier (which also serves as a scanner and printer), and a pc-free projector for convenient presentation at public speaking engagements.

**Planned Activities:**

The Department of Labor and Human Rights' planned IT activities for the 2015-17 biennium consist of maintaining and continuing the technology hardware/software and related services needed to serve the parties who contact us for information and assistance.

The department intends to replace the necessary pc's to adhere to the recommended four year replacement cycle.

**Technologies being considered or investigated:**

The department is considering implementing a paperless system and has been working with ITD regarding how that system will work with the departments programs and current database system as well as what the associated costs will be.